## Appointment: Clinical Instructor and Clinical Instructor (Affiliated)

## **Checklist** (<u>Guidelines</u>)

# Candidate: Requested Term: FTE: % Appointment terms can be up to three years in duration. Attach to FASA Transaction in a single file: 1 Transmittal Memo to Vice Dean – evaluates candidate against criteria for appointment, describes how candidate was identified 2 Curriculum vitae (CV) – template 3 One letter of evaluation – from referee at candidate 's current institution

- 4 **CA medical license information** from <u>www.breeze.ca.gov</u>
- 5 **If GME concurrent appointment**, confirmation of approval from GME (email or contract) including FTE and dates
  - 6 If applicable, Practice Policy <u>exemption request</u> (*policy*) for candidates between 50% and 99% FTE who will do clinical work outside Stanford)

## Attach to FASA transaction in separate files:

- 1 Draft Offer Letter or Letter of Invitation
- Clinical Instructor: <u>draft offer letter</u> (submit in Word format) including GME concurrent appointments
- Clinical Instructor (Affiliated): letter of invitation (submit in Word format)
- Candidates with concurrent appointments via OPA: concurrent offer letter
- 2 Personnel Action Form (PAF) (paid CE's)

# Please be sure to add your Faculty Compensation and Human Resources Representatives as FYI users on the FASA transaction.

We cannot review incomplete packages. If incomplete, package will be returned to orginator and date submitted in FASA will be reset. If an item does not apply to this package, please explain in the public comments in the FASA transaction.